

DEPARTMENT OF THE CHIEF FINANCIAL OFFICER												
SDBIP COMPONENT 3 - QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE												
	IDP	PERFORMANCE INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	QUARTER ENDING 30 SEPT		QUARTER ENDING 31 DEC		QUARTER ENDING 31 MARCH		QUARTER ENDING 30 JUNE	
					TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL
1		Expenditure: Budgeting and Reporting										
1.1.1	5.1	Prepare and submit final 2019/2020 budget to Council for approval by 31 May 2019 in terms of Sec.24 (1) of the MFMA	Submit time schedules	Budget Approved by 31 May 2019	Key deadlines schedule to EXCO before 31 August 2018				Draft budget to Council for approval by 22 March 2019		Final budget to Council for approval by 30 May 2019	
1.1.2	5.1	Prepare and submit the Mid-Year Financial Review or the 2018/2019 budget in terms of S.72 of the MFMA and the adjustments budget if required, by 25 January 2019	2018/2019 Mid Year Financial Review submitted to Council by 25 January 2019	Mid Year Review approval by 25 January 2019					Mid-Year Financial Review by 25 January 2019			
1.2.1	5.1	Prepare and submit monthly financial reports to the Mayor within 10 working days after month end in terms of S.71 of the MFMA, thereafter via the Finance Portfolio Committee to EXCO within 30 days of each month end.	Submit monthly financial reports via the portfolio committee to EXCO	Monthly reports	Copy of 3 monthly reports to Council		Copy of 3 monthly reports to Council		Copy of 3 monthly reports to Council		Copy of 3 monthly reports to Council	
1.2.2	5.1	Submit completed 2017/2018 financial statements to Auditor General by 31 August 2018 in line with legislation and submit the Audit Report on 2017/2018 financial year to Council via the Audit Committee not later than 30 days after receipt from the Auditor General.	Submit financial statements to Auditor general by 31 August 2018	31-Aug-18	2017/2018 (AFS) Financial statements		2017/2018 AG Audit report submitted within 30 days of receipt from AG					
1.2.3	5.1	Contribute to the Annual Report by providing Departmental Annual report performance and Financial Statements for submission to the AG by 31 August 2018.	Completed annual report submitted by 31 January 2019	31-Jan-19	Submit AFS to the AG by 30 Aug 2018							
1.3.1	5.1	Prepare and submit the draft SDBIP for 2019/2020 to the Mayor within 14 days after approval of budget by Council.	Review of the Service Delivery and Budget Implementation Plan	14 days after approval of the budget					Ensure draft SDBIP prepared together with the draft 2019/2020 budget and submitted to Exco by 31 April 2019		Ensure submission of final SDBIP 2019/2020 to Exco by 20 June 2019 and submission to National Treasury and Provincial treasury as legislated	
1.3.2	5.1	Submit quarterly progress report on SDBIP to the Finance Portfolio Committee/Exco within 30 days of the last day of each quarter.	Quarterly progress report on Service Delivery & Budget Implementation Plan to thePortfolio Committee	Quarterly to 30 June 2019	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
1.4.1	5.1.1.3	Monitor the payment of creditors and salaries by submitting monthly cash flow statement via the Finance Portfolio Committee to EXCO and Council together with creditors' age analysis.	Number of days	Creditors paid <30 days Salaries and wages < 7 days after month end	3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end		3 Monthly cash flow statements • Creditors paid <30 days • Salaries and wages < 7 days after month end	
1.4.2	5.1.1.4	Ensure cash coverage of two times normal creditors by the end of June 2019.	Cash coverage	2 (two) times normal creditors	1.5 Quarterly report		1.5 Quarterly report		1.7 Quarterly report		2 Quarterly report	
1.5.1	1.1.7.2	Develop Audit Implementation Plan and resolve 100% of audit management issues relating to Budget and treasury office for 2017/18 from audit exceptions from the AG by 30 June 2019	Clean Audit	Achievement of Clean Audit	Submission of Annual Financial Statements for 2017/2018		Clean Audit for 2017/2018		Develop Audit Implementation Plan resolve at least 60% of audit management issues relating to Budget and treasury office for 2017/18 from audit exceptions from the AG.		(1) Clean audit for 2017/2018 (2) Resolve 40% of audit management issues relating to Budget and treasury office for 2017/18 from audit exceptions from the AG.	
1.5.2	5.1.1.4	Debt coverage by own billed revenue must be below 30%	Debt coverage percentage	<30%	<30%		<30%		<30%		<30%	
1.5.3	5.2.1.2	Asset Management from Financial component	Percentage verification	100% Asset verification	Review of Asset Policy by the AFS Section		Finalisation of Asset Verification timetable by Corporate Finance		75%		100%	
2		Revenue										
2.1	5.1.1.3	Review revenue enhancement policies annually, i.e. Budget related Policies including (Rates and Tariffs, Bylaws, Credit control and Debt control Policies) and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2019.	Submit Policy to CM by 30 June 2019	Policy review					Draft Budget reflecting Tariffs changes		Submit Policies for approval to Council	

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2.2	5.1.1.3	Review the revenue enhancement strategy and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2019.	Strategy Item to Council by 30 June 2019	Revenue enhancement strategy			Review, maintain and implement a credit control and debt collection policy to enhance the credit control and debt collection procedure and mechanisms				Review current revenue management business model and process applied and develop revenue enhancement strategy	
2.3.1	5.1.1.4	Submit monthly outstanding debtors' through S71 reports to the Exco/Council not more than 14 days after the end of each month.	Ensure that the monthly debtors' collection reports is submitted to the Portfolio Committee	Monthly reports	3 monthly outstanding debtors' report		3 monthly outstanding debtors' report		3 monthly outstanding debtors' report		3 monthly outstanding debtors' report	
2.3.2	5.1.1.4	Maintain the turnover rate of all outstanding monthly recurring rates and service charges between 14% to 20% and report monthly progress to Council	Maintain a monthly turn over rate between 14% and 20%	Monthly	Indicate the turnover rate at quarter end. 3 monthly progress reports to the Council		Indicate the turnover rate at quarter end. 3 monthly progress reports to the Council		Indicate the turnover rate at quarter end. 3 monthly progress reports to the Council		Indicate the turnover rate at quarter end. 3 monthly progress reports to the Council	
2.4.1	5.2.1.4	Net Debtors to Annual Income (Ratio of outstanding service debtors to revenue actually received for services must be below 20%.	Outstanding Service Debtors Ration	<20%	<20%		<20%		<20%		<20%	
2.4.2	5.2.1.7	Revenue collected as a percentage of billed amount. (Collection Rate)	% revenue collected	95%	95%		95%		95%		95%	
3		Supply Chain Management										
3.1.1	5.2.1.5	Submit annual review report on the Supply Chain Management policy by 30 August 2018 and submit via the Finance Portfolio Committee to EXCO and Council for approval	Ensure Review of Supply Chain policy by 30 August 2018	30-Aug-18	Annual review report by 30 August 2018		Communicate approved SCM to all relevant stakeholders					
3.1.2	5.2.1.5	Submit quarterly SCM reports to the Council within 30 days of end of each quarter in terms of Council policy.	Annual review of Supply Chain Management policy	Annual review report by 30 Jun 2019	Quarterly SCM reports		Quarterly SCM reports		Quarterly SCM reports		Quarterly SCM reports	
3.2	5.2.1.5	Perform annual stock count for 2017/2018 financial year by 30 August 2018, and submit quarterly report on stock counts for the 2018/2019 to Council	Stock count report submitted to Portfolio committee	30 June 2019	Annual stock count report for 2017/2018 by 30 August 2018		Quarter 1 report on stock count for 2018/2019		Quarter 2 report on stock count for 2018/2019		Quarter 3 report on stock count for 2018/2019	
3.3	5.2.1.5	Improved average turnaround of tender procurement processes in accordance with the procurement plan.	Turnaround time	16 weeks	16 weeks		16 weeks		16 weeks		16 weeks	
4		Financial Management										
4.1	5.1.1.3	Review expenditure management policies, i.e. the Investment and Cash Management Policy, Credit and Debt Control Policy and the Indigent Policy annually and submit via the Finance Portfolio Committee to EXCO and Council for approval by 30 June 2019.	Completed Policies by 30 June 2019	Policy review	Report on the policies reviewed in June 2018.		Report progress on number of policies reviewed		Report progress on number of policies reviewed		Review policies in June for the next financial year	
4.2	5.2.1.2	Maintain Asset Register in line with the prevailing accounting standards and include the figures in the Annual Financial Statements. (2017/2018 financial year) and submit to Council and the Auditor General.	Quarterly updated asset register	Quarterly report	Asset register figures to AG		Quarterly report to Council		Asset register figures in AFS to Council		Quarterly report to Council	
4.3	5.1.1.1	Submit monthly Grant reports on all DORA reportable grants received to the Municipal Manager within 10 days after receipt of payment from National Treasury	Monthly reports on Grants	Quarterly report	3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report		3 monthly Grant reports included in Section 71 report	
4.4	5.1.1.1	Submit quarterly reports of the investment register with details of investment, period, interest rate and term as part of the quarterly financial report to the Council within 30 days from quarter end.	Quarterly reports	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
4.5	5.1.1.1	Submit quarterly report of details of all loans as part of the quarterly financial report to Council within 30 days from end of quarter.	Quarterly reports	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	
4.6	5.2.1.6	Percentage of Capital Budget on Finance departments' projects.	%	100%	15%		40%		80%		100%	
5		Departmental Management										
5.1	5	Respond to all internal and external audit enquiries and other general enquiries and implement all approved recommendations within 30 days unless there is reason why implementation is not possible, in which case an agreed extended date to be agreed with and approved by the MM to ensure an unqualified audit report relating to the DMM FS area of responsibility.	Ensure sufficient departmental response to internal audit and general enquiries and implement approved recommendations timeously.	Quarterly report	Quarterly report		Quarterly report		Quarterly report		Quarterly report	

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5.2	1.1.1	Ensure that departmental risk identified in the organisational risk assessment register is attended to, update and report quarterly risk assessment register	Risk register	Quarterly report	Quarterly risk assessment register		Quarterly risk assessment register		Quarterly risk assessment register		Quarterly risk assessment register	
5.3	1.1.4	% processing of issues emanating from Operation Sukuma Sakhe structures affecting the Financial services Department up to 30 June 2019	Percentage	100%	100%		100%		100%		100%	